



AIM Data Checklist

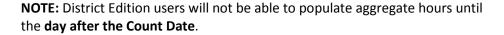
SPRING COUNT – AGGREGATE HOURS COLLECTION

Verify that all students have an enrollment and no overlaps: "Index>Student Information>Reports:
>Duplicate IDs and >Enrollment Status and >Enrollment Summary and >State Enrollment Verification
And State Enrollment Overlap."
Enter End Date and End Status for withdrawn students. (Exit Scenarios Guide and/or
Enrollment End Status Codes.)
Enter Special Education Exit Date and Exit Reason for exited Special Ed students. (Located in
Special Ed Fields section of Enrollment.)
Verify that all completed Special Education ERs and IEPs are locked.
NOTE: The Spring Count IS used for ANB funding and requires MAEFAIRS importing and submission.
Follow the Spring Enrollment & Aggregate Hours Collection Guide to:
Enter new students, exit students no longer in attendance.
Enter Aggregate Hours for all students (if District Edition or MT Value Added user, check these
after running MT Count Date Attendance calculation).
Check the "Exclude Fall ANB - 10 Day Rule" box for:
Any student absent 11 or more consecutive days prior to and including the count date.
Kindergarten students not 5 years old as of Sept 10 th who did NOT receive board approval to attend prior to the count date.
Students placed in day-treatment as of count date. Uncheck if student has returned to
school attendance.
Check Service Type for all students (P=Primary; S=Partial; N=SPED Only).
For early graduates, enter Diploma Date, Diploma Type, Diploma Period and verify that their end date is previous to the count date.
Verify that the district's SIS, AIM, and MAEFAIRS enrollment data match as of the count date. (See
Importing to MAEFAIRS section on the next page.)
Follow the MT Programs: Job Corps & MTDA or MT Programs: Youth Challenge guides to:
Enter End Dates and/or Start Dates for MT Youth ChalleNge Students
Verify continued participation and grade level for continuing Job Corps Students.
Create Flags for Job Corps and MT Youth ChalleNGe students.
Verify Data using State Published Ad Hoc Reports: "Index>Ad Hoc Reporting>Filter Designer>>+State
Published>student SPRING Missing Aggregate Hours" and other "SPRING" and "ALL" ad hoc reports."
ReSync enrollment data after uploading files (MT Edition users only) or running MT Count Date Attendance
wizard (for District Edition or MT Edition Value Added users only).

MAEFAIRS IMPORTING AND SUBMITTING FROM AIM

Districts must import AIM enrollment into MAEFAIRS:

- * For the Fall Count Date: The first Monday in October
- * For the Spring Count Date: The first Monday in February





The MAEFAIRS Count Day collections are snapshots of enrollments as of Fall and Spring enrollment count dates. Enrollments are entered in AIM, verified, and then imported into MAEFAIRS for purposes of determining state funding. In order for students to be correctly counted in MAEFAIRS, the students must be enrolled in AIM with the correct Service Type and Aggregate Hours.

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Districts are encouraged to follow up on students who are entering/exiting over the Count Date, verify enrollment numbers (including part-time enrollments), and verify accuracy of race/ethnicity determinations prior to submitting the final count for ANB.
To import from AIM to MAEFAIRS, the district's MAEFAIRS Registered User must login to MAEFAIRS and follow the upload steps. The district's MAEFAIRS Registered User will be able to import records from AIM into MAEFAIRS at any time, but will not be able to officially submit their report until on or after the count date.
For instructions, see <u>MAEFAIRS Student Count for ANB Reporting Instructions</u>
For help with the MAEFAIRS system, contact nmerala@mt.gov or call (406) 444-4401.
The District's AIM Specialist is encouraged to communicate with the MAEFAIRS Registered User to facilitate the reconciliation of enrollment numbers.
All guides and documents referred to in this checklist are available at http://opi.mt.gov/Reports-Data/AIM/
More Helpful AIM Links:
Review the <u>AIM Collection Schedule</u> .
Review the <u>AIM New User Guide</u> .
Submit an AIM District Contacts Update Form.
Subscribe to the AIM Mailing List (and other lists of interest) at: OPI AIM Mailing List.

For further assistance, contact the AIM Help Desk at opiaimhelp@mt.gov or 1-888-424-6681.